

INTRODUCTION

The purpose of this document is to provide information relative to the RSI administration system manual. The document will cover areas from establishing users, items and categories to reporting and system settings.

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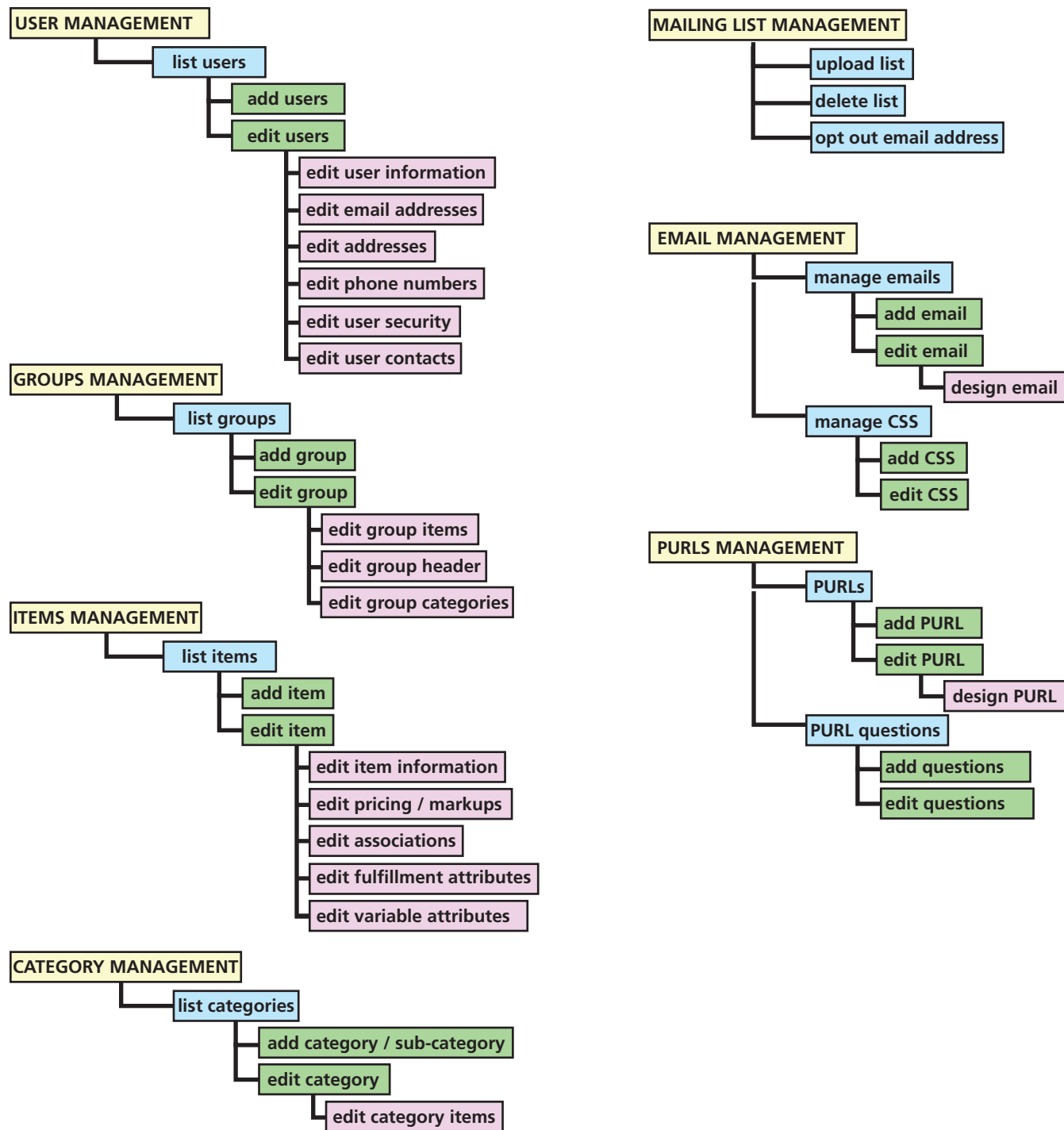
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OVERVIEW

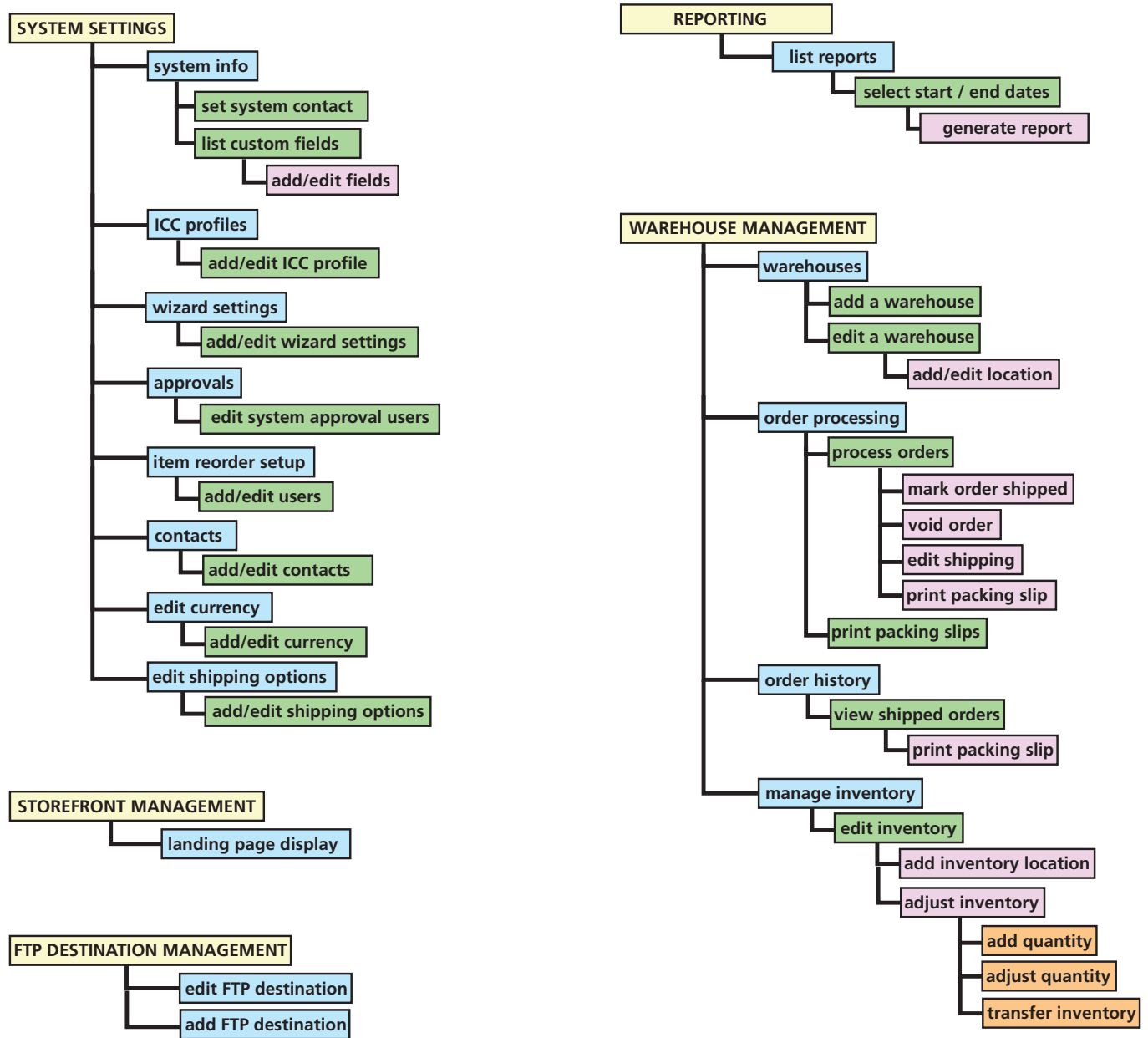
ADMINISTRATION SYSTEM AT A GLANCE

The following system flow chart provides an overview of the administration system. Each of the major functions (Item Management, etc.) are shown along with their sub-functions. These areas will be described in more detail, including "screen shots" in the remainder of this document. While the screenshots depict "RSI Lite", the functionality displayed is for the full application.



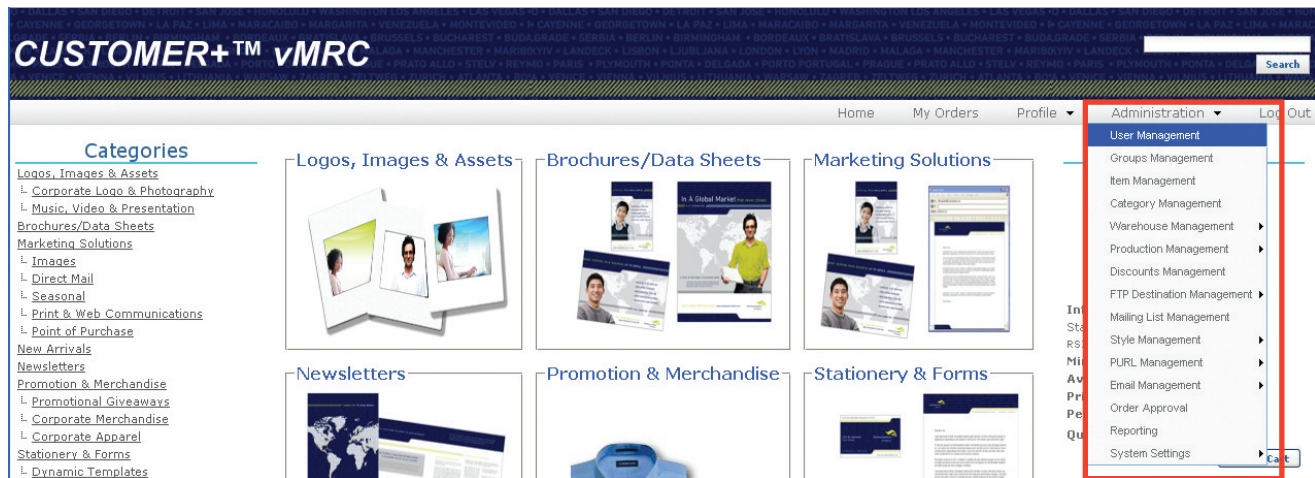
OVERVIEW, cont.

ADMINISTRATION SYSTEM AT A GLANCE, cont.



ADMINISTRATION CONCEPTS**ADMINISTRATION PULL DOWN MENU**

All administration functions are accessible from the Administration tab on the menu bar. This tab can be seen only by the administrators with access levels of 99 or 100.



The remaining sections of this document will describe the various administration functions.

LOGIN PAGE SETTINGS:

The Login Page Settings control the login page of the site. The main graphic must be in PNG format, 760 pixels wide, 450 pixels high. Images that are not in these dimensions will be expanded or contracted to fit in that space. The Login Page Text is displayed under the user ID and password boxes. Additional styles and HTML can be used to further customize the look and feel of the login page. It is recommended that these modifications only be done by someone with a strong knowledge of HTML and Cascading Style Sheets.

The screenshot shows the 'Edit Login Page' form within the 'Style Management' window. On the left is a 'Navigator' sidebar with links: 'Login Page Settings', 'Header/Footer Settings', and 'Landing Page Settings'. The main form area has two sections: 'Login Page Graphic' with a 'Browse...' button and a note 'Graphic must be in PNG format, 760 pixels wide, 450 pixels high.'; and 'Login Page Text' with a large text area and a note 'This optional text will appear at the bottom of the login screen. HTML and CSS are allowed.' A 'Submit' button is at the bottom right.

HEADER/FOOTER SETTINGS:

Edit Header - This function allows you to set the default header logo for the site. This image must be 350px by 85px in PNG, JPEG or GIF format. Images that are not in these dimensions will be expanded or contracted to fit in that space.

Edit Footer - This function allows you to adjust the footer of the site with customized text. It also allows minor modifications to be made to the site using HTML and CSS. It is recommended that these modifications only be done by someone with a strong knowledge of HTML and Cascading Style Sheets.

The screenshot shows two forms in the 'Style Management' window. The top form is 'Edit Header', featuring a 'Header Image' section with a 'Browse...' button and a note 'Image must be 350px by 85px in PNG, JPEG or GIF format.', and a 'Current header image' preview area. The bottom form is 'Edit Footer', with an 'Enter text' area containing a code editor showing HTML/CSS for a footer link. A note states 'HTML and CSS are allowed, <SCRIPT> tags are not.' A 'Submit' button is at the bottom right.

LANDING PAGE SETTINGS:

Center Module Display Type - This function allows you to set the default view of the landing page. The landing page shows the categories determined either as "Featured" (indicated in the Category Management) or the Newest.

Number of Center Module Objects to Display - This function determined the display of either 3, 6, or 9 categories on the display page.

The screenshot shows the 'Landing Page Display' form in the 'Style Management' window. The 'Navigator' sidebar on the left includes 'Login Page Settings', 'Header/Footer Settings', and 'Landing Page Settings'. The main form has two settings: 'Center Module Display Type' set to 'Featured Categories' and 'Number of Center Module Objects to Display' set to '9'. A 'Save' button is at the bottom right.

USER MANAGEMENT:

Users are listed alphabetically by last name. By clicking on the letters at the top of the page, users whose first or last name begin with the chosen letter are displayed. A search box is also available for finding a specific user.

From this screen the administrator can add, edit, activate or inactivate users, import a user list, or export the users on this site.

Editing:

Clicking on the [Edit Users](#) link brings the administrator to the list of all users on the system. Clicking on the [Edit](#) button allows the administrator to edit the selected user's information.

Adding User:

Clicking on the [Add User](#) link allows the administrator to add a user to the system.

Activating / De-activating users:

Clicking the Active button enables or disables the user in the system. When inactive, this user can no longer login or place any orders, although history for the inactivated user is retained. Remember: a hollow button denotes inactive, a dot represents active.

Navigator
[Edit Users](#)
[Add User](#)
[Import Users](#)
[Export Users](#)

View all users by Letter: [ALL](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Search:

Search

Users

	Name	Login	Active
Edit	level, low	lowlevel	
Edit	Nordquist, Sean	support@responsivesolutions.net	
Edit	Sanders, John	jsanders	
Edit	Shambo, Greg	gshambo@responsivesolutions.com	
Edit	Spurgeon, Micheal	spurgeon	
Edit	User, Spanish	spanishuser	

Import Users:

Clicking on the [Import Users](#) link allows the administrator to upload a list of users. The file must be in Excel 97-2003 format. A template is available for download to create an upload template that will contain all of the available fields.

Navigator
[Edit Users](#)
[Add User](#)
[Import Users](#)
[Export Users](#)

Upload Users (Excel 97-2003 Workbook)

[Download User Import Template](#)

Export Users:

Clicking on the [Export Users](#) link allows the administrator to export a spreadsheet of all users on the system. The file will be in Excel 97-2003 format for download.

Navigator
[Edit Users](#)
[Add User](#)
[Import Users](#)
[Export Users](#)

[Download User Export File](#)

The screenshot shows a Microsoft Excel spreadsheet titled "255_userExport.xls [Read-Only]". The spreadsheet contains a list of users with columns for ID, Name, Login, and Active status. The data is as follows:

ID	Name	Login	Active
1	level, low	lowlevel	Active
2	Nordquist, Sean	support@responsivesolutions.net	Active
3	Sanders, John	jsanders	Active
4	Shambo, Greg	gshambo@responsivesolutions.com	Active
5	Spurgeon, Micheal	spurgeon	Active
6	User, Spanish	spanishuser	Active

USER INFORMATION:

The Main User Information Screen allows the administrator to add a new user or edit the primary user information.

Information that can be added or edited on this screen is as follows:

- **Username** – The user's primary email address, which is used for authentication into the system.
- **Company** – Derived from the company and cannot be changed.
- **Salutation** – Mr., Mrs., Dr. etc.
- **First Name** – User's first name.
- **Middle Initial** – User's middle initial.
- **Last Name** – User's last name.
- **Job Title** – User's job title.
- **Work Email** – User's email address (if not used for the User Name).
- **Password** – User's password.
- **Confirm Password** – Makes sure the entered password does not contain typos.

Also displayed on this screen is the creation date, last edit date, and last login date for the user.

- **Language** – When the Languages feature is active, this determines what language the site will appear in for this user when they log in.
- **Measurements** – Determines if measurements are in U.S. Standard or Metric.
- **Currency** – When the Currency feature is active, this determines what currency the costs will appear in for this user when they log in.
- **Custom Attributes** – If the administrator has assigned custom user attributes, these can be edited for the user.

User Profile :: Sarah Bernstein

Navigator User Information Emails Addresses Telephone Numbers Security Contacts	User Information <i>Red Text indicates a required field</i> User Name: <input type="text" value="sbernstein"/> Company: <input type="text" value="Responsive Solutions"/> Salutation: <input type="text"/> First Name: <input type="text" value="Sarah"/> Middle Initial: <input type="text"/> Last Name: <input type="text" value="Bernstein"/> Job Title: <input type="text" value="Sales"/> Work Email: <input type="text" value="sarah@phonemail.com"/> Password: <input type="password" value="*****"/> Confirm Password: <input type="password" value="*****"/> Create Date: November 21, 2008 Last Edit Date: January 10, 2009 Last Login Date: December 8, 2008, 6:03 pm <input type="button" value="Save"/>	Site Preferences Language: <input type="text" value="English : EN"/> Measurements: <input type="text" value="Standard"/> Currency: <input type="text" value="US Dollars : USD"/> Custom Attributes Cost Center: <input type="text" value="123"/> Employee ID: <input type="text" value="456"/>
--	---	---




USER EMAIL ADDRESSES:

The Emails screen allows the administrator to add or edit additional emails for a user.

A list of current email addresses is listed, an icon designating the type of email address (Home, Office, Mobile), the Edit button, and an activate / de-activate button.

- To add an email, complete the email address in the form to the right, choose the type of email address (Home, Office, Mobile), and click **Save**.
- To edit an email, click the **Edit** link. This displays the email information into the form to the right, which can then be edited.
- To activate / de-activate an email, click the link below the icon to change it's status.

User Profile :: Sarah Bernstein

Navigator User Information Emails Addresses Telephone Numbers Security Contacts	sarah@phonemail.com  Edit Deactivate	sarah@homemail.com  Edit Deactivate	Add email Address Type: <input type="text" value="Office email"/> Email Address: <input type="text"/> <input type="button" value="Save"/>
	sbernstein@responsivesolutions.com  Edit Activate		

USER ADDRESSES:

The Addresses screen allows the administrator to add or edit addresses for a user.

A list of current addresses is listed with an **Edit** link and a **Deactivate** link.

- To add an address, complete the address fields to the right, and click the **Save** button.
- To edit an address, click the **Edit** link. This displays the address information into the form to the right which can then be edited.
- To deactivate an address, click the **Deactivate** link under the address to deactivate it.
- Addresses can be designated as Shipping (default), Billing (if different than Shipping), and Customization (if using the auto-populate feature of DYNAMIC LAYOUT+ Editor).

User Profile :: Sarah Bernstein

Navigator User Information Emails Addresses Telephone Numbers Security Contacts	Customization Address Responsive Solutions, Inc. Sarah Bernstein 111 Second Avenue North East Suite Three-Hundred Fifty Saint Petersburg, FL 33701 United States Edit Deactivate	Billing Address RSI - HQ Sarah Bernstein 111 2nd Ave. NE Suite 1000 St. Petersburg, FL 33701 United States Edit Deactivate	Add Address Contact Name <input type="text"/> Company Name <input type="text"/> Country <input type="text" value="United States"/> Address <input type="text"/> Address 2 <input type="text"/> Address 3 <input type="text"/> City <input type="text"/> State <input type="text" value="--Select a State--"/> Zip/Postal Code <input type="text"/> Type <input type="text" value="Shipping"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>
	Shipping Address RSI - Home Office Sarah Bernstein 1048 19th Ave. N. St. Petersburg, FL 33704 United States Edit Deactivate	Shipping Address RSI Sarah Bernstein 111 2nd Ave. NE Suite 350 St. Petersburg, FL 33701 United States Edit Deactivate	

USER PHONE NUMBERS:

The Telephone Numbers screen allows the administrator to add or edit phone numbers for a user.

A list of current phone numbers is listed, an icon designating the type of phone number (Home, Office, Mobile, Fax), the Edit link, and an activate / de-activate link.

- To add a phone number, select the Type, and complete the Prefix, Area Code, Phone Number and Extension, or enter the International telephone number if applicable. Then click the **Save** button.
- To edit a phone number, click the **Edit** link. This displays the phone number information into the form to the right of the phone list which can then be edited.
- To activate / de-activate a phone number, click the link under the number to change its status.

User Profile :: Sarah Bernstein

Navigator

User Information

Emails


Addresses

Telephone Numbers

Security


Contacts

1 (727) 456-1250




Edit | Deactivate

1 (404) 452-8181



Edit | Deactivate

1 (727) 450-1260



Edit | Deactivate

Add Telephone Number

TypeOffice Telephone

Prefix

Area Code

Telephone Number

Extension

International

Reset

Save

USER SECURITY:

The Security creen allows the administrator to adjust security settings for a user.

The access level of the user can be adjusted at any time by an administrator; a value between 1 and 100 is required for this field. Group select boxes are also displayed. The **NOT in this group** column lists groups that the user does not belong to. The **IN this group** column shows groups that the user belongs to.

- Editing the security level is as simple as entering a number between 1 and 100 into the access level box. **Caution:** setting this to 99 or 100 gives the user administration rights, so use care in adjusting the security settings.
- To add the user to a new group, select the group that is to be added from the **NOT in this group** column, and click the shift to the right button to add the user to the group.
- To remove the user from a group, select the group that is to be removed from the **IN this group** column, and click the shift to the left button to remove the user from the group.
- Adding a user to the Warehouse Admin grants the user complete rights to inventory and order control.
- Adding a user to the System Admin grants the user complete rights to System Admin page, and allows them to make changes to the site. This is NOT recommended for anyone other than the designated System Administrator..
- Click the **Save** button to commit the changes made to the user security settings.

User Profile :: Sarah Bernstein

Navigator

- User Information
- Emails
- Addresses
- Telephone Numbers
- Security**
- Contacts

Security Settings :: Sarah Bernstein

Access Level

Not in this group

- ACE
- Administrators
- Blanks USA
- Demo Group
- General Users
- JohnByrne
- Omni Hotels
- Peake
- Progressive Solutions
- Puffin

Warehouse Administrator

☐

System Administrator

☐

In this group

- Authorized Approvers
- Health Care

>>

<<

Save

USER CONTACTS:

Contacts are listed alphabetically by last name. By clicking on the letters at the top of the page, contacts whose first or last name begin with the chosen letter are displayed. A search box is also available for finding a specific contact.

From this screen the administrator can add, edit, activate, or inactivate contacts.

Adding Contact:

Clicking on the **Add New Contact** button allows the administrator to add a contact to the user’s profile.

Editing:

Clicking on the **Edit** button allows the administrator user to edit the selected contact’s information.

Activating / De-activating Contacts

Clicking the Active button enables or disables the contact in the user profile. When inactive, this contact will not appear as an option for shipping or on searches, although history for the inactivated user is retained. Remember: a hollow button denotes inactive, a dot represents active.

User Profile :: Sarah Bernstein

Navigator

User Information

Emails

Addresses

Telephone Numbers

Security

Contacts

Contact Administration

View all contacts by letter: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search

Add Contact

Edit	Unique ID	Company Name	Company Contact	Active
	1029384756	Acme Widgets	John Smith	<div></div>

EDIT CONTACTS:

The Edit Contact Screen allows the administrator to edit a contact information.

Information that can be added or edited on this screen is as follows:

- **Unique ID** – A unique identifier for the contact, such as an employee number.
- **Contact Name First Name** – Contact's first name.
- **Contact Name Last Name** – Contact's last name.
- **Company Name** – Contact's company name, if applicable.
- **Title** – Contact's's job title.
- **Country** – Contact's country (this will drive the available postal codes, if any).
- **Address** – Three available fields to allow Suite numbers, departments, etc..
- **City, State, Postal Code** – Contact's city, state, and postal code.
- **Telephone Number and Extention** – Contact's work phone number and extention.
- **Email** – Contact's email address
- **Custom Attributes** – If the administrator has assigned custom contact attributes, these can be edited for the contact.

User Profile :: Sarah Bernstein

[User Information](#)
[Emails](#)
[Addresses](#)
[Telephone Numbers](#)
[Security](#)
[Contacts](#)

Add Contact 1029384756

Unique ID:

1029384756

First Name:

John

Last Name:

Smith

Company Name:

Acme Widgets

Title:

V.P. Marketing

Country:

United States

Address:

1234 Main St.

Address 2:

5th Floor

Address 3:

City:

Anytown

State:

Florida

Zip/Postal Code:

33701

Telephone Number:

(1) 727-555-1212

Ext. 111

E-Mail Address:

jsmith@acmewidgets.com

verified:

Custom Attributes

Planogram

A

B

C

Reset

Save

GROUP EDITING:

There are three kinds of Groups: User Groups, Contact Groups, and Approval Groups.

User Groups are simply sets of users put together to allow access to certain categories and/or items. Groups can be departments, offices, or even different companies.

Contact groups are sets of users with access to certain sets of Contacts used to deliver orders.

Approval Groups are sets of users with controls placed on their ordering abilities, with other users designated as approvers for that group.

Groups are listed alphabetically by name in each section.

From this screen the administrator can add, edit, activate, or inactivate groups.

Editing:

Clicking the Edit Groups link lists all of the existing groups

Clicking on the **Edit** button allows the administrator to edit the selected Group's information.

Adding a Group:

Clicking on the **Add User Group**, **Add Contact Group**, or **Add Approval Group** link allows the administrator to add a group to the system.

Activating / De-activating groups

Clicking the Active button disables the group in the system. Remember: a hollow button denotes in-active, a dot represents active.

Caution: When deactivating a group, remember users who are a part of this group lose the access privileges granted to this group.

Group Administration

Navigator
[Edit Groups](#)
[Add User Group](#)
[Add Contact Group](#)
[Add Approval Group](#)

User Groups

	Group Name	Access Level	Active
Edit	ACE	1	
Edit	Administrators	100	
Edit	Authorized Approvers	99	
Edit	Blanks USA	1	
Edit	Demo Group	1	
Edit	Health Care	1	
Edit	NuGraphics	1	
Edit	Omni Hotels	1	
Edit	Peake	100	
Edit	Progressive Solutions	1	
Edit	Puffin	1	
Edit	Responsive Solutions Demo	1	
Edit	Testing	1	
Edit	Warehouse Managers	99	

Contact Groups

	Group Name	Access Level	Active
Edit	Retail Group	10	

Approval Groups

	Group Name	Access Level	Active
Edit	Authorized Approval Users	1	

EDIT GROUP:

The Edit Group Screen allows the administrator to adjust groups for the system. Adding a group is identical to editing a group, except that the values are blank, and there are no users in the **Users IN this group** column. Both User and Contact Groups function the exact same way.

The group name, description, items and users belonging to the group can be edited. The **Users NOT in this group** column lists users that do not belong to this group. The **Users IN this group** column shows users that are in this group. Check marks next to items determine if they are part of the group, and a link for each item links to the group approval editor for this item.

Editing Group Information

- Groups must be named and be given a Group Access Level. A level of 100 will allow all users in this group to have Administrator access.
- Groups may have their own header graphic at the top of the page. This will not affect the login page or any other users outside of this group.
NOTE: Users will always see the graphic associated with the HIGHEST level group they are in.
- To add a user to a group, select the user that is to be added from the **Users NOT in this group** column, and click the shift to the right button to add the user to the location.
- To remove the user from a group, select the user that is to be removed from the **Users IN this group** column, and click the shift to the left button to remove the user from the group.
- Click the **Save** button to update the group information.

Editing Group Items, Categories, or Contacts

Adding items, categories, warehouses, and contacts to a group is done by clicking the check box next to its name. A **Check All** and **Check None** button help the administrator make blanket edits.

- Mark check marks next to the items or item categories that are to belong to the group.
- Click the **Save Items** or **Save Categories** button to update the group items.

Group Administration :: ACE

Navigator

- [Edit Groups](#)
- [Add User Group](#)
- [Add Contact Group](#)
- [Add Approval Group](#)

Edit Group - ACE

Group Name

Group Access Level

Group Description

Change Group Header Graphic **Browse...**

The dimensions should be at least 200 pixels wide, and **must be 55** pixels tall in GIF, PNG or JPG format.

Users NOT in this group

- Admin, John
- Approver, John
- Byford, Phil
- Levy, Jeff
- Nordquist, Sean
- Quinn, Susan
- Sanders, John
- Sarpa, Mark
- Shambo, Gregory
- Testing, John

Users IN this group

- Miner, Emily
- Miner, Emily
- sham, greg
- Shambo, Greg

>>

<<

Edit Group Admin Users

Cancel **Save**

Red Text Indicates A Required Field

Items Visible to ACE

<input type="checkbox"/>	Item Name	Item Number
<input type="checkbox"/>	00000011111111TEST	00000011111111TEST
<input type="checkbox"/>	12x18 Folders	12x18 Folders
<input checked="" type="checkbox"/>	ACE Flyer	ACE-F01
<input checked="" type="checkbox"/>	ACE Postcard	ACE-P01
<input type="checkbox"/>	Brochure Pic 1	Brochure Pic 1
<input type="checkbox"/>	Brochure Pic 2	Brochure Pic 2

Categories Visible to ACE

<input type="checkbox"/>	Category Name
<input type="checkbox"/>	Asset Management
<input type="checkbox"/>	Food Images
<input type="checkbox"/>	Brochures/Data Sheets
<input type="checkbox"/>	Direct Marketing
<input type="checkbox"/>	Images
<input type="checkbox"/>	___DLUploads
<input type="checkbox"/>	___35081_images
<input type="checkbox"/>	Newsletter - Designer Images
<input type="checkbox"/>	Featured Items
<input type="checkbox"/>	New Arrivals
<input type="checkbox"/>	Newsletters
<input type="checkbox"/>	Promotional Items
<input type="checkbox"/>	Stationery
<input type="checkbox"/>	Dynamic Templates

Save Categories

ITEM ADDING AND EDITING:

Items are anything that is ordered from the system. The primary Item types are Static and Variable. Static Items can be inventoried or “Just In Time”, which means they are printed as they are ordered. Variable Items are either Variable Template, or Variable Data, where select fields can be modified upon ordering.

As a general rule of thumb, consult this chart when creating new items:

Item Type	Requirement	File Delivery Method
Fulfillment	Must have inventory	No file delivery.
Fulfillment/JIT	Must have an FTP Destination	File delivered will be a single file designated on item info page.
Variable Template	Must have an FTP Destination	Files delivered will be full PDF, imprint PDF, and job ticket rtf.
Variable Template/Fulfillment	Needs inventory AND FTP Destination	Files delivered will be full PDF, imprint PDF, and job ticket rtf.
Variable Data	Must have an FTP Destination	Files delivered will be imposed PDF, and job ticket rtf.

NOTE: Designating an item as Just In Time (JIT) overrides the Variable Template settings, and the file will be delivered as a JIT file.

Items are listed alphabetically by name or ascending by SKU, depending on setup.

From this screen the administrator can add, edit, activate, or inactivate items.

Adding an Item:

Clicking on the **Add New Item** button allows the administrator to add an item to the system.

Editing:

Clicking on the **Edit** button allows the administrator to edit the selected Item's information.

Activating / De-activating items

Clicking the Active button disables the item in the system. Remember: a hollow button denotes in-active, a dot represents active.

RSI Life is good

Home Profile Administration Logout

Enter search criteria:

Item Administration

View all items by Letter: [ALL](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Search:

Filter By Item Type: ☒ No Filter ☐ Fulfillment ☐ Collateral ☐ Asset ☐ Jit ☐ Vdp ☐ Dynamic layout ☐ Email

Filter By Item Sub Type: ☒ No Filter ☐ Collateral Setup Item ☐ Print On Demand Item ☐ Order Summary Item

Items	Item Name	Inventory Code	Active
<input type="button" value="Edit"/>	Marketing Services Firm Poster	MSF-POS	<input checked="" type="radio"/>

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ITEM INFORMATION:

The Main Item Information Screen allows the administrator to edit the primary item information. Information that can be edited on this screen is as follows:

- **Item Number / SKU** – The company's unique identifying code for an item.
- **Item Name** – The item name.
- **Description** – The description of the item.
- **Keywords** – Descriptive words separated by commas that enable users to search for an item. Microsoft Word, PDF and pictures that contain descriptive data are indexed automatically.
- **Expiration** – A preset date in which the item will be deactivated automatically. Clicking on the **Calendar** button launches the **Select date Window**.
- **Item Thumbnail** – Clicking on the thumbnail, displays the **Extended Item View**.
- **Version History** – Clicking on the Version History link displays the change history for an item.
- **File Upload** – New files can be uploaded in two ways: Via the browser or FTP using username and password.
- **Category** – The selected category in which to display the item can also be edited.
- **Group** – The selected group in which to display the item can also be edited.
- **Custom Attributes** – If the administrator has assigned custom item attributes, these can be edited for the item.

Item Administration :: Marketing Services Firm Poster

Enter search criteria:

Edit Item

General Information

Item Number / SKU:

Item Name:

Description:

Keywords:

Expiration Date:

Item Status:

Secondary Item Type:

Featured Item: ☐

Asset Information:

Original File name: Poster.pdf
Version: 1 Version History
File Type: Adobe PDF
Item Size: 24in. x 36in. (7200 x 10800 pixels)
DPI: 300x300
Pages: 1

File Location:

File Upload: No OnarkInDesign allowed here.

OR

How Do I access My User Share?

Category Information

Available Categories:

Selected Categories:

Security Information

Security Level: (1 - 100)

Groups:

Available Groups:

Selected Groups:

Custom Attributes

Red Text Indicates A Required Field

Select Date Window

March 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Detailed Item View

Item Description:

Item Added: 2008-03-03

Quantity Available: 0

Minimum Quantity: 0

Maximum Quantity: 0

Item Version History

MSF-POS - Marketing Services Firm Poster :: Version History

Version	Information	Modification Date
1	Original Name: Poster.pdf Filesize: 0.108 mb w:7200 h:10800 dpi Filetype: Adobe PDF	2008-03-03

ITEM PRICING / MARKUPS:

The Item Pricing Screen allows the administrator to add, edit, or delete pricing and markups for an item.

Displayed on the screen are pricing ranges which can have as many ranges as needed.

Pricing is broken down by: Unit Cost, Imprint Charge, Production Charge, Mailing Charge and Handling Charge. Two additional fields that are customizable are available for the system.

Editing Pricing

- To edit pricing, click the **Edit** button. This populates the information into the form below the pricing list, which can then be edited.
- To delete a price range, click the **Delete** button.
- To add a range, complete the required fields, using only numbers in the pricing fields. Click the **add** button to finish.

Editing Markups / Discounts

Markups and discounts are listed below the pricing matrix. These can only be applied to groups of users.

- To add a markup or discount, choose if it will be a percentage or a dollar amount applied the total price. Click the positive or negative radio button to choose if the value will be a markup or discount. To finish, click the **Add** button.
- To delete a markup or discount, click the **Delete** button.

The screenshot shows the 'Item Administration :: Marketing Services Firm Poster' page. The 'Pricing' tab is selected, displaying a table with pricing ranges and their associated costs. Below the table is a form to 'Add pricing' with fields for Range, Unit Cost, Imprint Cost, Production Cost, Mailing Cost, Handling Cost, Reprint Only Cost, and External Handling Cost. At the bottom, there is a section for 'Add group markup /discount' with a dropdown for Group (Admin) and radio buttons for Percentage and Dollar Amount.

Item Information	Pricing	Asset Associations	Asset Approvals	Fulfillment Information	Custom Variable	VDP	Custom Variable 2				
Edit	1	250	\$0.5000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.5000	Reprint Cost Only	External Handling Cost	Delete
Edit	251	500	\$0.4000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.4000	Reprint Cost Only	External Handling Cost	Delete
Edit	501	1000	\$0.2500	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.2500	Reprint Cost Only	External Handling Cost	Delete
Edit	1001	5000	\$0.1000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.1000	Reprint Cost Only	External Handling Cost	Delete

Add pricing

Range: Min: 0 Max: 0

Unit Cost: 0.0

Imprint Cost: 0.0

Production Cost: 0.0

Mailing Cost: 0.0

Handling Cost: 0.0

Reprint Only Cost: ☐

External Handling Cost: 0.0

Add

Group	Markup / Discount	Dollar Adjustment	
Edit Admin	-50%	\$0.00	Delete

Add group markup /discount

Group: Admin

Percentage: + ☐ - ☐ 0 %

Dollar Amount: + ☐ - ☐ \$ 0

Add

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ASSET ASSOCIATIONS:

The Asset Association Screen allows the administrator to group additional items with the current item for ordering purposes. For instance, if the item requires the user to order other items at the same time, this is where the connections are made.

Editing Associated Items

- To add an item to the association, click the check box next to its name. Enter a quantity into the box to the right side of the name. If there is a question as to the item, click on the item name to see the **Extended Item Detail Screen**.
- Once you are done editing associated items, click the **Edit** button.

The screenshot displays the 'Item Administration :: Marketing Services Firm Poster' interface. The top navigation bar includes links for Home, Profile, Administration, and Logout. The left sidebar contains search and category navigation options. The main content area shows the 'Asset Associations' tab for the item 'Leet Sound Datasheet' (SKU: THX-1337). A table lists associated items with checkboxes, item names, SKUs, and ratios. The 'Leet Sound Datasheet' is associated with a ratio of 2:1. An 'Edit' button is present. Below the table, an 'Item Description' window is open, showing a 'JOB TICKET' form and a 'Click to View' link. The bottom section of the window displays item metadata such as 'Item Added', 'Item Description', 'Quantity Available', 'Minimum Quantity', and 'Maximum Quantity'. A 'Close Window' button and a copyright notice for Responsive Solutions Inc. are at the bottom.

Associated	Item Name	SKU	Ratio
<input checked="" type="checkbox"/>	Leet Sound Datasheet	THX-1337	2 : 1

Item Description
Item Name: Leet Sound Datasheet
SKU: THX-1337

[Click to View](#)

Item Added	2008-04-10
Item Description	Full spectrum of the Leet Sound audio devices
Quantity Available	5000000
Minimum Quantity	0
Maximum Quantity	0

Custom Attributes

[Close Window](#)

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ITEM FULFILLMENT INFORMATION:

The Item Fulfillment Screen allows the administrator to edit fulfillment for an item.
Displayed on the screen is information pertaining to the fulfillment functions of an item.

- **Available via fulfillment** – Check this box to make this item available for fulfillment.
- **Minimum order quantity** – When used as a fulfillment item, this determines the minimum quantity a user can order. Leave at zero for no maximum
- **Maximum order quantity** – When used as a fulfillment item, this determines the maximum quantity a user can order before the order requires approval. Leave at zero for no maximum
- **Custom Order Maximum Message** – Enter the optional message to be displayed when an order is placed for the maximum set or above.
- **Bundle Quantity** – Enter the increment value if an item should only be able to be ordered in a set increment.
- **Unit Of Measure** – Enter the unit of measure for an item.
- **Reorder Point:** – Enter the minimum quantity for an item before an alert is sent to the administrators.
- **Spoilage** – A percentage of the quantity ordered that will be calculated for aligning presses or finishing.
- **Weight** – Enter the measured weight of a single piece. This is used for shipping calculations at checkout. A common practice is to weigh a standard bundle (50, 100, etc.) and divide by the amount to get the single piece weight.
- **Handling Cost** – Enter the optional value if an item incurs an additional handling cost.

All changes made to the fulfillment information is submitted by clicking the **Update Fulfillment Information** button.

Just In Time Inventory

Items designated as JIT are not stored in inventory but printed as ordered with the print-ready file being delivered via FTP to the designated location.

- **Available via JIT** – Check this box to make this item Just In Time.
- **JIT Vendor** – Select the FTP designation from this drop down list.
- **JIT Minimum Quantity** – This determines the minimum quantity a user can order. Leave at zero for no maximum
- **JIT Sameday Markup** – Orders designated as Same Day orders can be marked up by percentage or a set dollar value.
- **JIT Nextday Markup** – Orders designated as Next Day orders can be marked up by percentage or a set dollar value.

The screenshot shows the 'Item Administration :: Marketing Services Firm Poster' screen. The 'Fulfillment Information' tab is active, displaying fields for 'Available via fulfillment' (checked), 'Minimum order quantity' (0), 'Maximum order quantity' (0), 'Custom Order Maximum Message' (empty text area), 'Bundle Quantity' (1), 'Unit Of Measure' (EACH: EA), 'Reorder Point/Qty' (0), 'Spoilage' (0.00 %), 'Weight' (0.005 lbs), and 'Handling Cost' (\$0 per 0). Below this is the 'Just In Time Inventory' section with fields for 'Available via JIT' (unchecked), 'JIT Vendor' (dropdown), 'JIT Minimum Quantity' (0), 'JIT Sameday Markup' (\$0), and 'JIT Nextday Markup' (\$0). An 'Update Fulfillment Information' button is at the bottom right of this section. A table below shows a single row for 'General User' with a dollar amount of \$0.00, quantity of 500, and 30 days. At the bottom is the 'Add Allowance' section with dropdowns for Group, Contact Group, and User, and input fields for Dollar Amount (\$0.00), Quantity (0), Number of Days (0), and Approval User(s) (None Selected, R5 Admin). An 'Add' button is at the bottom right of this section.

VARIABLE TEMPLATE INFORMATION:

The Variable Template Screen allows the administrator to edit Variable Template aspects for an item.

Displayed on the screen is information pertaining to the Function functions of an item. A more detailed step by step process for designing and implementing a Variable Template piece can be found in Appendix A.

- **Item Available for Collateral Customization** – Check this box to make this item available for Variable Template.
- **Item Available for VDP** – Check this box to make this item available for Variable Data.
- **Order Minimum** – When used as a collateral item, this determines the minimum quantity a user can order. Leave at zero for no maximum
- **Order Maximum** – When used as a collateral item, this determines the maximum quantity a user can order before the order requires approval.
Leave at zero for no maximum
- **Preview Resolution:** – Displays the current current resolution for item preview.
- **Select Production Vendor** – Select the FTP Destination for the print-ready file created for this item.
- **Template Information** – Displays a thumbnail and template information.
- **Current Template File:** – Allows the Administrator to download the Quark or InDesign template file..
- **Template File** – To upload a new template file, click the **browse** button and select the new template file for this item.
- **User Guide File** – To upload a new guide file, click the **browse** button and select the new guide file for this item. A User Guide File is used to direct a user on how a template should be completed. Instructions, highlighted fields, and company rules can be included. This file is usually a PDF document.
- **Assigned ICC Profile:** – Displays the current ICC profile for this item.
- **Minimum Upload DPI:** – Sets the minimum DPI for this item.

All changes made to the collateral information is submitted by clicking the **Add/Edit** button.

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Home Profile Administration Logout

Enter search criteria:

Browse Categories Previous Orders

Item Administration :: Variable Template Piece

Item Information Pricing Asset Associations Asset Approvals Fulfillment Information Custom Variable VDP Custom Variable 2

Collateral Information

Item Available for Collateral Customization	<input checked="" type="checkbox"/>
Item Available for VDP	<input type="checkbox"/>
Order Minimum	250
Order Maximum	5000
Preview Resolution	High
Select Production Vendor	FTP 1
Or Select Production Workflow	---Select a Workflow---
Output Imprint Data Only (Shell Printing)	<input type="checkbox"/>

Template Information

	Document Version: Quark 7.0 Document Width: 8.5 inches Document Height: 11 inches Document Length: 1 page(s)
Current Template File	Download Template
Define Customization	
Template File or Multi-Upload Archive	<input type="button" value="Browse..."/>
User Guide File	<input type="button" value="Browse..."/>
Your Upload Results:	

Global Upload Image Properties

Assigned ICC Profile	No Profiles Available
Minimum Upload DPI	72 DPI



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DEFINE CUSTOMIZATION SETTINGS:

The customization screen allows the user to set the variables for the customized piece.

Displayed on the screen are the variable fields pulled from the assigned tagged text file. A more detailed step by step process for designing and implementing a Variable Template piece can be found in Appendix A.

All changes made to the collateral information is submitted by clicking the **Submit Customization** button.

Global Settings					
- Define Variable Groups	Sort Items				
Customizable Areas					
Name: house_photo					
+ Main Information					
	Width: 270 pixels / 3.75 inches Height: 137.499 pixels / 1.91 inches Display Name: <input type="text"/> Editing Group: None Selected <input type="button" value="v"/> Visible: <input checked="" type="checkbox"/> Required: <input type="checkbox"/> Allow Upload: <input type="checkbox"/> Allow Cropping: <input type="checkbox"/>				
+ Category Assignments					
	<table border="1"><thead><tr><th>Category Name</th></tr></thead><tbody><tr><td><input type="button" value="Add Category"/></td></tr></tbody></table>	Category Name	<input type="button" value="Add Category"/>		
Category Name					
<input type="button" value="Add Category"/>					
+ Item Assignments					
+ Edit Links					
+ External References					
Name: name					
+ Main Information					
	Width: 540 pixels / 7.5 inches Height: 16.448 pixels / 0.23 inches Display Name: <input type="text"/> Editing Group: None Selected <input type="button" value="v"/> Visible: <input checked="" type="checkbox"/> Required: <input type="checkbox"/>				
+ Item Assignments					
	<table border="1"><thead><tr><th>Item Name</th><th>Inventory Code</th></tr></thead><tbody><tr><td colspan="2"><input type="button" value="Add Item"/></td></tr></tbody></table>	Item Name	Inventory Code	<input type="button" value="Add Item"/>	
Item Name	Inventory Code				
<input type="button" value="Add Item"/>					
+ Edit Links					
+ External References					
Name: house_info					
+ Main Information					
	Width: 254 pixels / 3.53 inches				

CATEGORY ADMINISTRATION:

Categories are listed alphabetically by name and with subcategories nested underneath.

From this screen the administrator can add, edit, activate, or inactivate categories.

Adding a Category:

Clicking on the **Add New Top Level Category** button allows the administrator to add a new top level category to the system. To add a sub category to an existing category, click **create sub-category** next to the category name.

Editing:

Clicking on the **Edit** button allows the administrator to edit the selected Category's information.

Activating / De-activating categories

Clicking the Active button disables the category in the system. Remember: a hollow button denotes in-active, a dot represents active.

Caution: When deactivating a category, remember items that are a part of this category may not be visible to a user in some item views.

The screenshot shows the 'Category Admin' interface for 'RSI Life is good'. At the top is a navigation bar with links: Home, Profile, Administration (selected), and Logout. Below the navigation bar is a search section with a text input 'Enter search criteria:', a 'search' button, and links for 'Browse Categories' and 'Previous Orders'. The main content area is titled 'Category Admin' and contains a table of categories. The table has columns for 'Category Name', 'Create sub-category', and 'Active'. There are three categories listed: 'Solutions', 'Fulfillment', and 'Variable Template'. Each category has an 'Edit' button and a 'Create sub-category' link. The 'Active' column shows a hollow circle for 'Solutions' and 'Fulfillment', and a circle with a dot for 'Variable Template'. A copyright notice at the bottom reads 'Copyright © 2008, Responsive Solutions Inc.'

Category Admin		
Category Name	Create sub-category	Active
Edit Solutions	Create sub-category	○
Edit Fulfillment	Create sub-category	○
Edit Variable Template	Create sub-category	●

ADD/EDIT CATEGORY:

The Add and Edit Category Screens allows the administrator to create or adjust categories for the system. Adding a category is identical to editing a category, except that the values are blank, and there are no items selected.

The category name, type, access level and items belonging to the category can be edited. Check marks next to items determine if they are part of the category.

Editing Category Information

- Edit the category name, select a category type, and choose a security level.
- Clicking the check boxes next to the item determine if the item is part of this category.
- Click the **Edit This Category** button to update the category information.

RSI Life is good

Home Profile Administration Logout

Enter search criteria:

Browse Categories

Previous Orders

RSI Lite :: Edit Category

Category Name: Fulfillment

Category Type: Item Category

Access Level: 1

Category Image: images will display at 36x36

OR

Select from previously uploaded files

Turn on thumbnails in item list below ☐

Item Name	Item SKU	In Category?
Leet Sound Datasheet	THX-1337	<input checked="" type="checkbox"/>
Marketing Services Firm Poster	MSF-POS	<input checked="" type="checkbox"/>
Variable Template Piece	VT-01	<input type="checkbox"/>
the first test	the first test	<input type="checkbox"/>

Red Text Indicates A Required Field

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WAREHOUSE ADMINISTRATION:

The Warehouse Admin allows the Administrator to manage inventory and orders from a centralized location..

The Main List displays the available warehouse names and locations, as well as allows the administrator to edit them.

Editing A Warehouse

- To modify the existing warehouses, click on the **Edit** button

Activating / De-activating Warehouses

Clicking the Active button disables the warehouse in the system, this warehouse can no longer be used for orders, although history for the deactivated warehouse is retained. Remember: a hollow button denotes in-active, a dot represents active

RSI Lite :: Warehouses		Add a new warehouse	
	Warehouse Name	Warehouse Location	Active
Edit	Los Angeles	California	●
Edit	Prescott	Arizona	●
Edit	RSI	RSI 4	●

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ADD/EDIT WAREHOUSE:

The Add and Edit Warehouse screen allows the Administrator to create or update warehouse for inventory..

Warehouse Settings

- **Warehouse Name** – The designated name of the warehouse.
- **Warehouse Location** – The physical location of the warehouse.
- **Warehouse Contact** – The individual to be contacted regarding this warehouse.
- **Warehouse Contact Email**– Email address of warehouse contact.
- **Warehouse ZIP Code** – Postal ZIP Code for warehouse. This is required for backend shipping integration..
- **Warehouse IP Address** – IP Address for warehouse system.

Click the **Edit Warehouse** button to modify this warehouse.

Enter search criteria:

search

Warehouses | Order Processing | Order History | Manage Inventory | Manage Items

RSI Lite - Edit Warehouse - RSI

Warehouse Name:

Warehouse Location:

Warehouse Contact:

Warehouse Contact Email:

Warehouse Zipcode:

Warehouse IP Address:

Import Locations

RSI - Locations		<input type="button" value="Add new location"/>	
	Location Name	Physical Location (Row - Column - Bin)	Active
<input type="button" value="Edit"/>	Western Quadrant	A - 22 - A6 Sort Order:9999	<input type="radio"/>

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ADD/EDIT WAREHOUSE LOCATION:

The Add and Edit Location screen allows the Administrator to create very specific locations for inventory.

Enter search criteria:

search

Warehouses | Order Processing | Order History | Manage Inventory | Manage Items

Edit Location

Warehouse:

Location Name:

Row:

Column:

Bin:

Building:

Department:

Room:

Sort Order:

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ORDER PROCESSING:

The Order Processing Screen allows the administrator to view at a glance all open orders that have not yet been shipped. Order numbers, shipping recipients, order date, shipping status, and any shipping notes are displayed. From this page, the Administrator can click on an order number to view the details, or multiple order numbers can be selected and the packing slips for all can be printed at once.

If a third party U.S. Postal Service software is used, the postal information for the orders can be uploaded.

Enter search criteria:

Warehouses | Order Processing | Order History | Manage Inventory | Manage Items

RSI Life is good

Home Profile Administration Logout

Enter search criteria:

search

Browse Categories

Previous Orders

RSI Life :: Pending Orders

Export	Order Number	Shipped To	Order Date	Ship Status	Notes	Flag
	021900000003	RSI Administrator, Responsive Solutions, Inc.	11-Apr-08 01:06	Awaiting Shipment		<input type="checkbox"/>
	021900000002	RSI Administrator, Responsive Solutions, Inc.	11-Apr-08 01:05	Awaiting Shipment		<input type="checkbox"/>

Upload USPS costs and Tracking Information

Exported File: Browse...

Upload USPS Data

Print Packing Slips

Select Orders to Print

021900000003
021900000002

Print Packing Slips

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ORDER DETAIL:

The Order Detail Screen allows the administrator to look at the details of a single order, adjust the shipping selections, adjust the order quantities, line-item ship items, void the order, or mark it as shipped.

The Packing Slip can be printed from this page as well.

Enter search criteria:

Warehouses | Order Processing | Order History | Manage Inventory | Manage Items

RSI Life is good

Home Profile Administration Logout

Enter search criteria:

search

Browse Categories

Previous Orders

Order Detail

Order Number : 021900000003

Ordered by RS Admin on Apr. 11, 2008 @ 1:06 am

Shipping Address [Edit](#)

RSI Administrator
Responsive Solutions, Inc.
111 2nd Ave. NE
Suite 350
St Petersburg, FL 33701

Item Details

	Item Name	SKU	Unit Price	Order Quantity	Extended Price	Backordered	Ship Quantity	Remove
Ship Item	Leet Sound Datasheet	THX-1337	USD 0.10	45	USD 4.50	0	45	<input type="radio"/>
Ship Item	Marketing Services Firm Poster	MSF-POS	USD 0.13	800	USD 100.00	0	800	<input type="radio"/>
	Order Charge	---	USD 3.25	---	USD 3.25	---	---	---
	Sales Tax	---	USD 0.00	---	USD 0.00	---	---	---
	Handling Charge	---	USD 0.00	---	USD 0.00	---	---	---
	Discounts	---	USD 0.00	---	USD 0.00	---	---	---
Edit	Shipping Charge (FedEx Ground)	---	USD 5.10	---	USD 5.10	---	---	---
Total					USD 112.85	---	---	---

Notes:

[Cancel](#) [Print Packing Slip](#) [Void This Order](#) [Mark Shipped](#)

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ORDER HISTORY:

The Order History screen allows the Administrator to view all past orders and see the details of each.

Enter search criteria:

Warehouses | [Order Processing](#) | [Order History](#) | [Manage Inventory](#) | [Manage Items](#)

RSI Life :: Shipped Orders

Order Number	Shipped To	Order Date	Ship Status	Notes	Flag
021900000001	RSI Administrator, Responsive Solutions, Inc.	11-Apr-08 01:05	Shipped		<input type="checkbox"/>

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ORDER HISTORY DETAIL:

The Order History Detail screen shows the Administrator the full order detail as well as allowing the packing slip to be printed if needed.

Enter search criteria:

Warehouses | [Order Processing](#) | [Order History](#) | [Manage Inventory](#) | [Manage Items](#)

Order Number : 021900000001 Ordered by RS Admin on Apr. 11, 2008 @ 1:05 am

Shipping Address

RSI Administrator
Responsive Solutions, Inc.
111 2nd Ave. NE
Suite 350
St. Petersburg, FL 33701
United States
1727456-1250

Item Details

Item Name	SKU	Unit Price	Order Quantity	Extended Price	Ship Status
Marketing Services Firm Poster	MSF-POS	USD 0.25	50	USD 12.50	Shipped
Order Charge	---	USD 3.25	---	USD 3.25	---
Sales Tax	---	USD 0.00	---	USD 0.00	---
Handling Charge	---	USD 0.00	---	USD 0.00	---
Discounts	---	USD 0.00	---	USD 0.00	---
Shipping Charge (FedEx Ground)	---	USD 4.54	---	USD 4.54	---

Tracking Info

Package No. 1

Carrier	FedEx
Date Shipped	2008-04-11 01:08:36.385037-04
Shipping Method	FedEx Ground
Shipping Cost (This Package Only)	USD 4.54

Total USD 20.29

Tracking Info

Package No. 1

Carrier	FedEx
Date Shipped	2008-04-11 01:08:36.385037-04
Shipping Method	FedEx Ground
Shipping Cost (This Package Only)	USD 4.54

[Print Packing Slip](#)

MANAGE INVENTORY:

The Order History screen allows the Administrator to view all inventoried items and their current levels.

Enter search criteria:

Warehouses | Order Processing | Order History | Manage Inventory | Manage Items

Inventory Code	Item Name	Reorder Point	Quantity On-Hand	Current Pending	Quantity Available	
MSF-POS	Marketing Services Firm Poster	0	7999950	800	7999150	Edit
THX-1337	Leet Sound Datasheet	5000	5000000	48	4999952	Edit

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EDIT INVENTORY:

The Edit Inventory Item Screen screen allows the Administrator to add and adjust inventory levels for an item across all warehouse locations.

Enter search criteria:

Warehouses | Order Processing | Order History | Manage Inventory | Manage Items

Edit Inventory Item

Inventory Code: MSF-POS
Item Name: Marketing Services Firm Poster
Item Description: Static Post for MSF

Inventory Locations

Warehouse : Los Angeles, California	Physical Location	Quantity	
Location Name			Add new location
Warehouse : Prescott, Arizona			Add new location
Location Name			
Warehouse : RSI, RSI 4			Add new location
Location Name			
Western Quadrant	Row: A - Column: 22 - Bin: A6	7999950	Adjust
	Allocated Quantity	800	
	Total Available	7999150	

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EDIT INVENTORY:

At the warehouse level, the Edit Inventory Item Screen screen allows the Administrator to adjust and add inventory to the existing location, or transfer inventory between locations and warehouses.

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Home Profile Administration Logout

Enter search criteria:

search

Warehouses | Order Processing | Order History | Manage Inventory | Manage Items

Item Name: Marketing Services Firm Poster

Edit Western Quadrant

Location Name:	Western Quadrant
Current Inventory:	7999150
New Quantity:	<input type="text" value="0"/> OR:
Adjust Quantity:	<input checked="" type="radio"/> + <input type="radio"/> - <input type="text" value="0"/> <input type="checkbox"/> Check if this is a new shipment
Notes:	<input type="text"/>

Edit This Location

Transfer Inventory from Western Quadrant

Location Name:	Western Quadrant
Current Inventory:	7999150
Transfer:	<input type="text" value="0"/> To:
New Location:	Los Angeles - Beachfront
Notes:	<input type="text"/>

Transfer Inventory

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FTP DESTINATIONS:

This area allows the Administrator to add and edit the FTP Destinations for file delivery. As noted in the Item Management section, only JIT and VT items use the FTP delivery method. It is important to note that these FTP Destinations must be created before any JIT or VT items can be created.



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Home Profile Administration Logout

FTP Destination Administration :: FTP Destinations

FTP Destinations

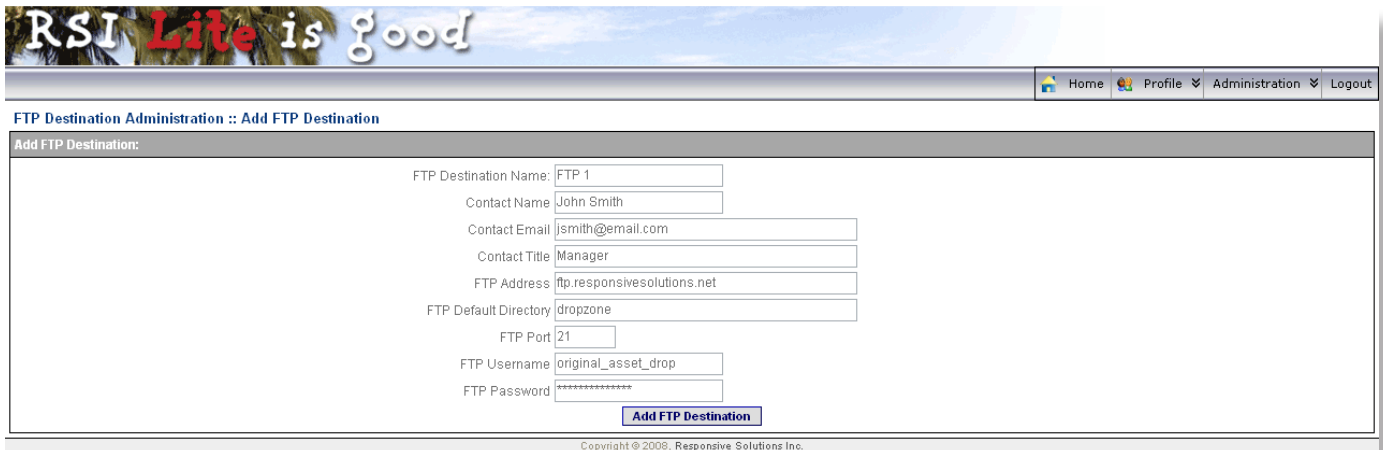
FTP Destination Name	Contact	Active
Edit FTP 1	John Smith	

[Add a new FTP destination](#)

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ADD/EDIT FTP DESTINATIONS:

This screen allows the Administrator to create the FTP Destination used for JIT and VT items. The critical information is the FTP address, the FTP Default Directory, the FTP Port (usually 21), and the FTP Username and Password. When all data has been entered, click [Add FTP Destination](#).



RSI Life is good

Home Profile Administration Logout

FTP Destination Administration :: Add FTP Destination

Add FTP Destination:

FTP Destination Name:

Contact Name:

Contact Email:

Contact Title:

FTP Address:

FTP Default Directory:

FTP Port:

FTP Username:

FTP Password:

[Add FTP Destination](#)

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MAILING LISTS:

This area allows the Administrator to upload and manage mailing lists for Variable Data objects. These lists can be used for Email, PURLs, or Variable Data Print items. The option to opt out users is available as well to manually remove email addresses from the system and be sure they are not contacted again.

The screenshot shows the 'Mailing List Manager' interface. At the top is a navigation bar with 'Home', 'Profile', 'Administration', and 'Logout' links. Below this is a search bar with the text 'Enter search criteria:' and a 'search' button. To the left of the main content area are three buttons: 'Browse Categories', 'Previous Orders', and 'search'. The main content area is titled 'Administration' and 'Mailing List Manager'. It features a table of 'Available Mailing Lists' with columns: 'Mailing / Add Date', 'Name', 'CASS Certify', 'Quantity', 'Download', and 'Active'. The table shows one entry for 'April 2008' with the name 'the list', a quantity of 1, and a download icon. Below the table is a 'Use PURL' dropdown menu. At the bottom of the main content area is a 'Use Checked Lists' button. Below the main content area is a section titled 'Opt Out Email From Lists.' with an 'Email' input field and a 'Remove Email' button. Below this is a section titled 'Upload a new mail list (TAB delimited, or Excel Format).' with an 'Imprint Import File' input field and a 'Browse...' button. Below this is an 'Upload Imprint Import File' button. At the bottom of the page is a copyright notice: 'Copyright © 2008, Responsive Solutions Inc.'

UPLOADING LISTS:

When mailing lists are uploaded, they can be in Excel spreadsheet or tab delimited format. The file must be closed before it is uploaded. The option to keep the list private is also available.

The screenshot shows the 'Mailing List Information' form. At the top is a navigation bar with 'Home', 'Profile', 'Administration', and 'Logout' links. Below this is a search bar with the text 'Enter search criteria:' and a 'search' button. To the left of the main content area are three buttons: 'Browse Categories', 'Previous Orders', and 'search'. The main content area is titled 'Administration' and 'Mailing List Information'. It features a form with the following fields: 'Total Records:' with a value of 1, 'Headers:' with a value of 'email address', 'List will be used for:' with a dropdown menu set to 'Email', 'Mailing List Name:' with a text input field containing 'Mailing List Alpha', 'Mailing List Description:' with a text area containing 'The first of many lists', and 'Viewable only to me:' with a checkbox. At the bottom of the form is a 'Save Mailing List' button. At the bottom of the page is a copyright notice: 'Copyright © 2008, Responsive Solutions Inc.'

REPORT MANAGEMENT:

Reports are listed based on the system modules that are being used.

From this screen the administrator can select the start date and end date and other parameters for a report. Once you have selected the desired reporting values, click the **generate report** button.

Some Examples of Report Types:

- **Report By User** – Displays orders for individual users for a given time period.
- **Report By Item** – Displays orders that contain the selected item.
- **Report By Groups** – Displays all orders for selected group for a given time period..
- **Inventory Report** – Displays current item quantities. Fulfillment module required for this report.
- **Shipped Orders Report** – Displays orders based on when they were shipped, outlines items contained within the order Fulfillment module required for this report.

Reports may vary depending on modules chosen and data required. Customized reports are available.

RSI Life is good

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Administration Reporting

Report by Order

Order Number:

Generate Report

Report by user

User: All Users

Start Date: January 1 2008

End Date: April 14 2008

Generate Report

Report by Groups

Group Name: All Groups

Start Date: January 1 2008

End Date: April 14 2008

Status: ☐

Generate Report

Report By Cost Center

User: All Users

Start Date: January 1 2008

End Date: April 14 2008

Generate Report

Report by Item

Item: None Selected

Start Date: January 1 2008

End Date: April 14 2008

Generate Report

SAMPLE REPORT:

Reports are displayed with the option look at line items, download as tab delimited files, or download as Microsoft Excel spreadsheets.

This example is Report by User. It shows the Order Number, the User, who the order was shipped to, the Order Date, and the current status.

Note: Reports display different data based on the selected report and parameters.



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Administration

Orders for All Users				Return to Reports
Show orders placed between: January 1, 2008 and April 14, 2008 Go				
Order Number	User	Shipped To	Order Date	Status
021900000003	RS Admin	RSI Administrator, Responsive Solutions, Inc.	11-Apr-2008 01:06	Awaiting Shipment
021900000002	RS Admin	RSI Administrator, Responsive Solutions, Inc.	11-Apr-2008 01:05	Awaiting Shipment
021900000001	RS Admin	RSI Administrator, Responsive Solutions, Inc.	11-Apr-2008 01:05	Shipped


[View Report As Tab Delimited File](#)

[View Report As Microsoft Excel Spreadsheet](#)

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ORDER DETAIL:

The individual order detail displays all of the information about an order, including shipping, pricing, and the items ordered..



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Administration

Order Detail

Order Number : 021900000003
Ordered by: RS Admin on Apr. 11, 2008 01:06 am

Shipping Address	Billing Address
RSI Administrator Responsive Solutions, Inc. 111 2nd Ave. NE Suite 350 St. Petersburg, FL 33701 United States	RSI Administrator Responsive Solutions, Inc. 111 2nd Ave. NE Suite 350 St. Petersburg, FL 33701

Item Details

Item Name	SKU	Unit Price	Order Quantity	Shipped Quantity	Extended Price	Backordered
Leet Sound Datasheet	THX-1337	\$ 0.10	45	0	\$ 4.50	0
Marketing Services Firm Poster	MSF-POS	\$ 0.13	800	0	\$100.00	0
Order Charge	---	\$ 3.25	---	---	\$ 3.25	---
Shipping Charge	---	\$ 5.10	---	---	\$ 5.10	---
Total					\$112.85	---

Asset Management Links

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SYSTEM INFO:

From this screen the administrator can select the contact person for the system and add custom accounting fields.

Editing system contact and custom accounting fields

Using the pull down menu select the user that should be contacted if anything needs to be reported to about the system.

There are two custom accounting fields that can be modified for the system, leave these blank if there are no custom accounting fields. To edit these items click the **submit changes** button.

Custom Fields:

Custom user and item fields are listed for the system. Displayed is the **Edit** button, Field Name, Field Type, Default Value, Read Level, Write Level, Required and the **activate / deactivate** button.

Editing Custom fields

To edit a custom field click the **Edit** button next to the Field Name. To add a new custom field click the **Add New Field** button.

RSI Life is good

Home Profile Administration Logout

System Settings

Main | ICC Profiles | Wizard Settings | Approvals | Item Reorder Setup | Item Groups Setup | Contacts | Featured Items | Company Bulletins | Edit Currency | Edit Shipping Options

Last Updated: By: RS Admin

System Contact at RSI Lite: RS Admin

Other item cost field names for RSI Lite:

Other1:

Other2:

☐ Use SKU Auto-assignment

submit changes

Custom User Fields:

Field Name	Field Type	Default Values	Read Level	Write Level	Required	Active
Add New User Field						

Custom Contact Fields:

Field Name	Field Type	Default Values	Read Level	Write Level	Required	Active
Add New Contact Field						

Custom Item Fields:

Field Name	Field Type	Default Values	Read Level	Write Level	Required	Active
Add New Item Field						

Custom Order Fields:

Field Name	Field Type	Default Values	Read Level	Write Level	Required	Active
Add New Order Field						

Import from Parent:

Import Categories from Parent Company

Import Custom Item Fields from Parent Company


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EDIT CUSTOM FIELDS:

The Edit Custom Fields Screen allows the administrator to add / edit custom user and item fields for the system. Adding a custom field is identical to editing a field, except that the values are blank.

Editing Custom Field Information

- Select the Field Type for the custom field, user or item.
- The field name will be used to identify the field, enter the field name here.
- The Description is a description of the field, enter the field description here.
- **Read Access Level** – The Read Access Level sets the minimum security level for a user to see this field.
- **Write Access Level** – The Write Access Level sets the minimum security level for a user to edit this field.
- **Required** – Checking this field requires the user to enter or select a value for this field.
- **Field Type** – The Field Type selector determines what type of data the field uses. Three types of data are available:
 - Text – Used to enter text into the system
 - Single Select – Used when a user should only select one option from a list of values
 - Multiple Select – Used when a user can select many options from a list of values
- **Values** – The Values field determines the default data for the field. To enter select values enter a line of text and hit return.



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System Settings

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Edit field

Field Information

Field Type:

User

Field Name:

Birthday

Description:

User Birthday

Read Access Level:

1

Write Access Level:

1

Required:

☐

Field Data

Field Type:

Text

Values:

(Seperate with a return)

Data Format:

Date

Edit field

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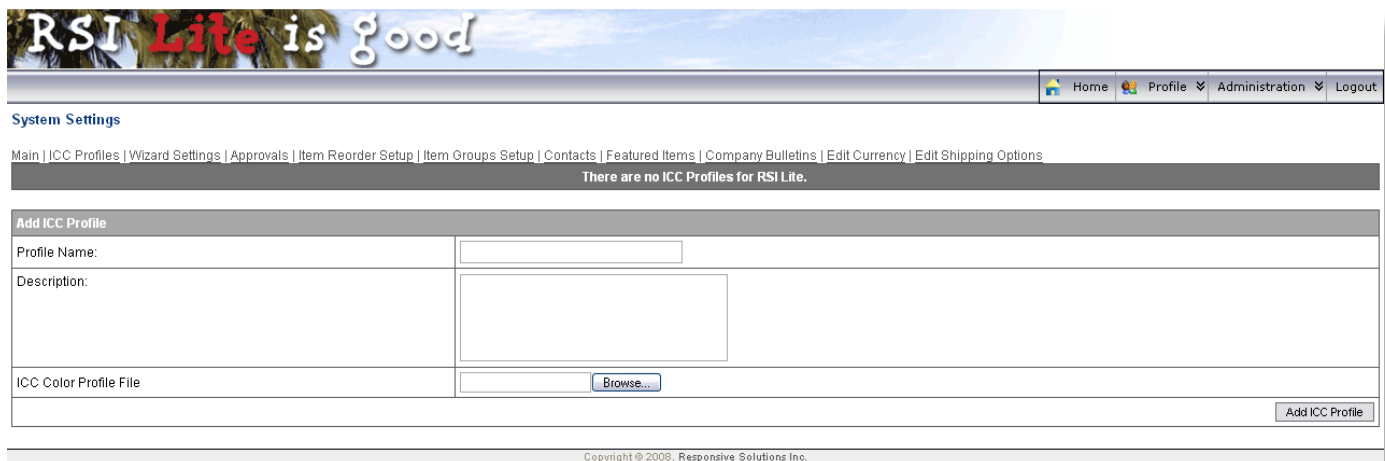
ICC PROFILES:

ICC Profiles for the system are listed alphabetically. Clicking the Edit button edits the profile, clicking the Delete button removes the ICC Profile. Adding a ICC Profile is identical to editing a profile, except that the values are blank.

Editing ICC Profile

- **Profile Name** – Used to display the name of the profile in the pull down menus and reporting.
- **Description** – Used to describe the ICC Profile.
- **ICC Profile File** – Click the **Browse** button to find and upload the desired ICC Profile.

Click the **Add ICC Profile** button to add / edit the profile.



The screenshot shows the 'Add ICC Profile' form in the RSI Life is good administration interface. The form has three main input fields: 'Profile Name' (a single-line text box), 'Description' (a multi-line text area), and 'ICC Color Profile File' (a text box with a 'Browse...' button next to it). An 'Add ICC Profile' button is located at the bottom right of the form. Above the form, a message states 'There are no ICC Profiles for RSI Lite.' The top navigation bar includes links for Home, Profile, Administration, and Logout. The footer contains the copyright notice: 'Copyright © 2008, Responsive Solutions Inc.'

Add ICC Profile	
Profile Name:	<input type="text"/>
Description:	<input type="text"/>
ICC Color Profile File	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Add ICC Profile"/>	

EDIT CONVERSION WIZARD SETTINGS:


The Edit Conversion Settings Screen allows the administrator to add / edit asset conversion settings for the system. Adding a conversion setting is identical to editing a setting, except that the values are blank.

Conversion settings are listed alphabetically, and **Edit** button, Wizard Name and **active / de-active** button are listed.

Editing Conversion Wizard Settings

- **Wizard Name** – The display name for the wizard.
- **DPI** – The desired Dots Per Inch for the image, use only numbers in this field.
- **Format** – The image format for the output image, Jpeg, Gif or Tiff are available.
- **Color Scale** – The color scale for the output image, Gray scale, RGB or CMYK are available.
- **ICC Profile** – If an ICC Profile will be applied, select the profile name from the select menu.
- **Width** – The desired width for the output image.
- **Height** – The desired height for the output image.
- **Compression** – The desired compression for the output image. **Note:** compression only applies to Jpeg images.
- **Minimum Access Level** – The designated level required for conversion.
- **Allow Cropping** – This activates/deactivates the cropping option for images..

Click the **Add** button to add this conversion wizard



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System Settings

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	Wizard Name	Details	
Edit	GIF Mid-Res	DPI: 150 Format: JPEG	<input type="radio"/>
Edit	JPEG Hi-Res	DPI: 300 Format: JPEG	<input type="radio"/>
Edit	TIFF Hi-Res	DPI: 300 Format: JPEG Cropping Allowed	<input type="radio"/>

Add new Wizard

Wizard Name	<input type="text" value="TIFF Hi-Res"/>
DPI:	<input type="text" value="300"/>
Format:	<input type="text" value="JPEG"/>
Color Scale:	<input type="text" value="RGB"/>
ICC Profile	<input type="text" value="No ICC Profile"/> (ICC Profile for CMYK format only.)
Width:	<input type="text" value="0"/>
Height:	<input type="text" value="0"/>
Compression:	<input type="text" value="80"/> (Compression for JPEG format only.)
Minimum Access Level:	<input type="text" value="1"/>
Allow Cropping:	<input checked="" type="checkbox"/>
	<input type="button" value="Add"/>

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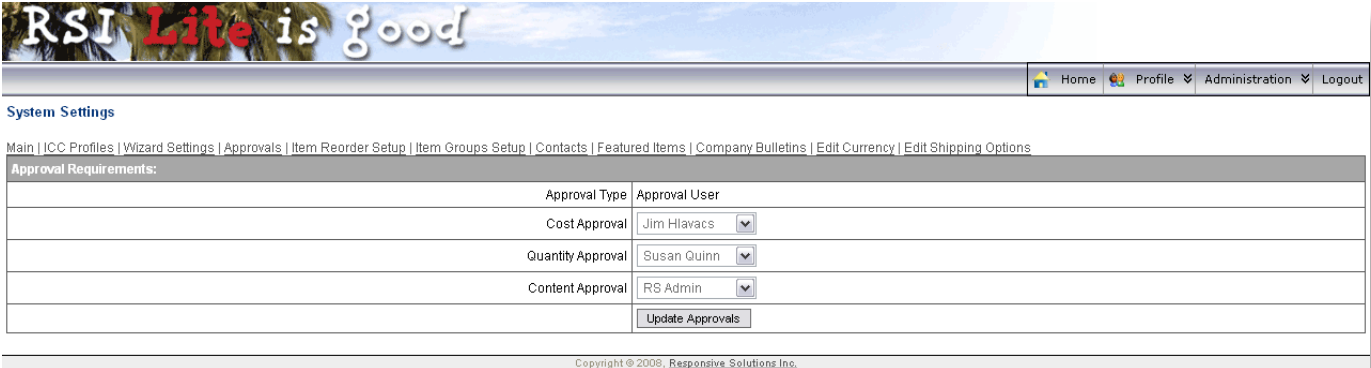
EDIT SYSTEM APPROVAL USERS:

The Edit System Approvals Screen allows the administrator to assign approval users for the system.

Editing System Approval Users

- **Cost Approval** – Choose the desired user from the selection box that will receive notifications and approve orders that are needing approval for cost.
- **Quantity Approval**– Choose the desired user from the selection box that will receive notifications and approve orders that are needing approval for quantity.
- **Content Approval** – Choose the desired user from the selection box that will receive notifications and approve orders that are needing approval for content.

Click the **Update Approvals** button to modify the approval users.



The screenshot shows the 'System Settings' page for 'RSI Life is good'. The page has a navigation bar with links: Home, Profile, Administration, and Logout. Below the navigation bar is a breadcrumb trail: Main | ICC Profiles | Wizard Settings | Approvals | Item Reorder Setup | Item Groups Setup | Contacts | Featured Items | Company Bulletins | Edit Currency | Edit Shipping Options. The main content area is titled 'Approval Requirements:' and contains a table with two columns: 'Approval Type' and 'Approval User'. The table has three rows: 'Cost Approval' with 'Jim Hlavacs' as the user, 'Quantity Approval' with 'Susan Quinn' as the user, and 'Content Approval' with 'RS Admin' as the user. Each user name is in a dropdown menu. At the bottom of the table is an 'Update Approvals' button. The footer of the page reads 'Copyright © 2008, Responsive Solutions Inc.'

Approval Type	Approval User
Cost Approval	Jim Hlavacs
Quantity Approval	Susan Quinn
Content Approval	RS Admin
<input type="button" value="Update Approvals"/>	

EDIT SYSTEM NOTIFICATIONS:

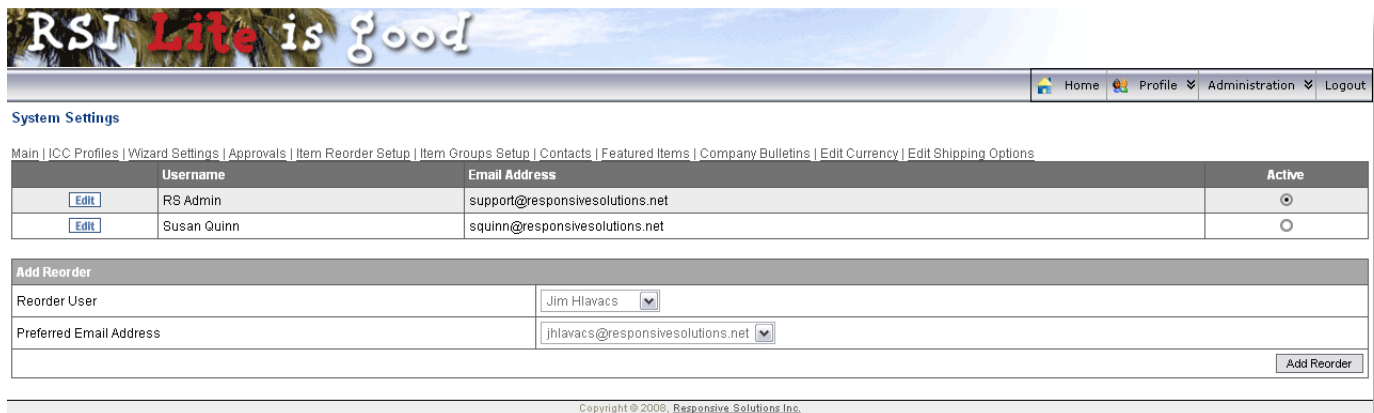
The Edit System Reorder Notifications Screen allows the administrator to assign users who will receive reorder notifications when items are running low. Reorder users are listed alphabetically.

Click the **Edit** button to modify the email address for the user, click the **activate / deactivate** button to remove the user from the reorder users.

Editing System Reorder Users

- **Reorder User** – Choose the desired user from the selection box that will receive notifications when a reorder notification is sent.
- **Preferred Email Address** – Choose the desired email address for the user to receive notifications

Click the **Add Reorder** button to modify the reorder notification users.



The screenshot displays the 'System Settings' page for 'RSI Life is good'. At the top, there is a navigation bar with links: Home, Profile, Administration, and Logout. Below this, a breadcrumb trail shows the path: Main | ICC Profiles | Wizard Settings | Approvals | Item Reorder Setup | Item Groups Setup | Contacts | Featured Items | Company Bulletins | Edit Currency | Edit Shipping Options. The main content area features a table with two columns: 'Username' and 'Email Address', and a third column for 'Active' status. The table lists two users: 'RS Admin' with email 'support@responsivesolutions.net' and 'Susan Quinn' with email 'squinn@responsivesolutions.net'. Each user has an 'Edit' button and a radio button for the 'Active' status. Below the table is a section titled 'Add Reorder' with two dropdown menus: 'Reorder User' (set to 'Jim Hlavacs') and 'Preferred Email Address' (set to 'jhlavacs@responsivesolutions.net'). An 'Add Reorder' button is located at the bottom right of this section. The footer contains the copyright notice: 'Copyright © 2008, Responsive Solutions Inc.'

Username	Email Address	Active
Edit RS Admin	support@responsivesolutions.net	<input checked="" type="radio"/>
Edit Susan Quinn	squinn@responsivesolutions.net	<input type="radio"/>

Add Reorder

Reorder User:


Preferred Email Address:

[Add Reorder](#)

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ITEM GROUPS SETUP:

The Item Groups Setup allows the Administrator to group items together for reporting purposes that might not otherwise be grouped.



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	Item Group Name	Item Group Description	Active
Edit	random items	a bunch of random items	<input checked="" type="radio"/>

Edit Item Group

Item Group Name

random items

Item Group Description

a bunch of random items

SKU	Item	In Item Group?
THX-1337	Leet Sound Datasheet	<input checked="" type="checkbox"/>
MSF-POS	Marketing Services Firm Poster	<input checked="" type="checkbox"/>
VT-01	Variable Template Piece	<input type="checkbox"/>
the first test	the first test	<input checked="" type="checkbox"/>

[Edit Item Group](#)

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EDIT SYSTEM CONTACTS:

Contacts are listed alphabetically by name. By clicking on the letters at the top of the page, contacts whose name begin with the chosen letter are displayed. A search box is also available for finding a specific contact.

From this screen the administrator can add, edit, activate, or inactivate contacts.

Adding Contact:

Clicking on the **Add New Contact** button allows the administrator to add a contact to the system.

Editing:

Clicking on the **Edit** button allows the administrator to edit the selected contact information.

Activating / De-activating contacts

Clicking the Active button disables the contact in the system, this contact can no longer be used for shipping, although history for the deactivated contact is retained. Remember: a hollow button denotes in-active, a dot represents active.

The screenshot displays the 'System Settings' page for 'RSI Life is good'. At the top, there is a navigation bar with links: Home, Profile, Administration, and Logout. Below this, the 'System Settings' section is active, showing a list of settings: Main, ICC Profiles, Wizard Settings, Approvals, Item Reorder Setup, Item Groups Setup, Contacts, Featured Items, Company Bulletins, Edit Currency, and Edit Shipping Options. The 'Contacts' link is highlighted. Below the settings list, there is a search bar with the text 'View all contacts by Letter: ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' and a 'search' button. The main content area shows a table of contacts. The table has columns: Unique ID, Company Name, Company Contact, and Active. There is an 'Add New Contact' button in the top right corner of the table. The table contains one contact: Unique ID 123456, Company Name Acme, Inc., Company Contact John Smith, and Active status (represented by a hollow circle). At the bottom of the page, there is a copyright notice: Copyright © 2008, Responsive Solutions Inc.

Unique ID	Company Name	Company Contact	Active
123456	Acme, Inc.	John Smith	○


EDIT SYSTEM CONTACT:

The Edit System Contact Screen allows the administrator to edit the contact.

Contact Settings

- **Unique ID** – The unique ID for the contact.
- **Contact Name First Name** – Contact First Name.
- **Contact Name Last Name** – Contact Last Name.
- **Company Name** – Contact Company Name.
- **Title** – Contact Title.
- **Address 1** – Contact Address 1.
- **Address 2** – Contact Address 2.
- **Address 3** – Contact Address 3.
- **City** – Contact City.
- **State** – Contact State.
- **Postal Code** – Contact Postal Code.
- **Country** – Contact Country.
- **Work Phone** – Contact Work Phone.
- **Email Address** – Contact Email Address.

Click the **Edit** button to modify this contact



Home Profile Administration Logout

System Settings

Main | ICC Profiles | Wizard Settings | Approvals | Item Reorder Setup | Item Groups Setup | Contacts | Featured Items | Company Bulletins | Edit Currency | Edit Shipping Options

Edit Contact 123456

Unique ID	123456
Contact Name First Name	John
Contact Name Last Name	Smith
Company Name	Acme, Inc.
Title	Sales Manager
Address 1:	123 Main St.
Address 2:	Suite 250
Address 3:	
City:	St. Petersburg
State:	Florida
Postal code:	33701
Country:	United States
Work Phone:	0 888-555-1212 Ext. 123
Email:	jsmith@acme.com verified


Custom Attributes

Edit

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EDIT CURRENCIES:

If currencies are being used, this screen is where they can be adjusted and activated/inactivated for conversion purposes.



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	Currency Name	Currency Exchange	Active
Edit	US Dollars	1	<input checked="" type="radio"/>
Edit	Euro	0.85	<input checked="" type="radio"/>
Edit	Pound Sterling	0.5	<input checked="" type="radio"/>
Edit	Canadian Dollar	0.98	<input checked="" type="radio"/>
Edit	Swedish krona	6.1	<input checked="" type="radio"/>
Edit	Danish Krone	4.85	<input checked="" type="radio"/>
Edit	Australian Dollar	1.07	<input checked="" type="radio"/>
Edit	New Zealand Dollar	1.25	<input checked="" type="radio"/>
Edit	Norwegian Kroner	5.12	<input checked="" type="radio"/>
Edit	Swiss Franc	1.03	<input checked="" type="radio"/>
Edit	South African Rand	7.92	<input checked="" type="radio"/>
Edit	Pound Sterling	1	<input type="radio"/>
Edit	Australian Dollar	1	<input type="radio"/>
Edit	Swiss Franc	1	<input type="radio"/>
Edit	Euro	1	<input type="radio"/>
Edit	New Zealand Dollar	1	<input type="radio"/>
Edit	Danish Krone	1	<input type="radio"/>
Edit	US Dollars	1	<input type="radio"/>
Edit	Norwegian Kroner	1	<input type="radio"/>
Edit	South African Rand	1	<input type="radio"/>
Edit	Swedish krona	1	<input type="radio"/>
Edit	Canadian Dollar	1	<input type="radio"/>
Edit	Yen	103.1	<input checked="" type="radio"/>

Add Currency

Currency Name	<input type="text"/>
Currency Code	<input type="text"/>
Currency Merchant Code	<input type="text"/>
Currency Exchange Rate	<input type="text"/>
Currency Mark Up	<input type="text"/>
Currency HTML Code	<input type="text"/>
Currency HTML Rendered	<input type="text"/>
Currency Decimal Places	<input type="text"/>

Add Currency

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EDIT SHIPPING OPTIONS:

Shipping options are configured from this screen. An important thing to note is that for real-time shipping quotes from UPS and FedEx, items must have a weight associated with them for the calculation to occur, otherwise, the option will not appear at checkout.

Each shipping option must have a display name, located on the far left column. The selection can also be designated as requiring approval and whether or not to display the rates. Options can be activated and deactivated. The Display order dictates the way the list of options are displayed, from lowest to highest.

The options can be selected from the dropdown menu in the center column. In the case of UPS and FedEx, the secondary dropdown menu will be populated with all of the available options.

The right column allows the administrator to mark up or down the option cost, as well as add an initial default cost, and an incremental cost. Percentage Mark-up/down is based on 100% of the returned cost, (i.e. a 20% markup would be listed as 120, a 25% markdown would be 75).

When shipping options are added or edited, implement them by clicking [Submit Changes](#).

System Settings

Main | ICC Profiles | Wizard Settings | Approvals | Item Reorder Setup | Item Groups Setup | Contacts | Featured Items | Company Bulletins | Edit Currency | Edit Shipping Options

Shipping Methods Setup

FedEx Ground	Service Provider: FedEx	Shipping % Mark-up/down: 0
<input checked="" type="radio"/> Default <input type="checkbox"/> Requires Approval <input checked="" type="checkbox"/> Active <input type="checkbox"/> Calculate Rates Display Order: 1	Delivery Method: FedEx Ground	Handling % Mark-up/down: 0
	Backend Code:	Initial Default Cost: 0
		Incremental Cost: 0
FedEx 2 Day	Service Provider: FedEx	Shipping % Mark-up/down: 0
<input type="radio"/> Default <input type="checkbox"/> Requires Approval <input checked="" type="checkbox"/> Active <input type="checkbox"/> Calculate Rates Display Order: 2	Delivery Method: FedEx 2Day	Handling % Mark-up/down: 0
	Backend Code:	Initial Default Cost: 0
		Incremental Cost: 0
FedEx Standard Overnight	Service Provider: FedEx	Shipping % Mark-up/down: 0
<input type="radio"/> Default <input type="checkbox"/> Requires Approval <input checked="" type="checkbox"/> Active <input type="checkbox"/> Calculate Rates Display Order: 3	Delivery Method: FedEx Standard Overnight	Handling % Mark-up/down: 0
	Backend Code:	Initial Default Cost: 0
		Incremental Cost: 0
UPS Ground	Service Provider: UPS	Shipping % Mark-up/down: 0
<input type="radio"/> Default <input type="checkbox"/> Requires Approval <input checked="" type="checkbox"/> Active <input type="checkbox"/> Calculate Rates Display Order: 4	Delivery Method: UPS Ground	Handling % Mark-up/down: 0
	Backend Code:	Initial Default Cost: 0
		Incremental Cost: 0
	Service Provider: ---Select a Shipper---	Shipping % Mark-up/down:
<input type="radio"/> Default <input type="checkbox"/> Requires Approval <input checked="" type="checkbox"/> Active <input type="checkbox"/> Calculate Rates Display Order:	Delivery Method:	Handling % Mark-up/down:
	Backend Code:	Initial Default Cost:
		Incremental Cost:

[Submit Changes](#)

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